President Jo-Anne Andre called the meeting to order with 16 members attending.

1.0  **Approval of the Agenda**  Moved: Doug Brent; Seconded: Geoff Cragg.  Carried

2.0  **Approval of the 2015 Minutes** (attached)  Moved: Brock MacDonald; Seconded: Heather Graves.  Carried

**Business arising out of the Minutes**  Moved: Roger Graves; Seconded: Geoff Cragg.
That CASDW approve the Statement in Principle regarding Writing Centres, pending further editorial changes that are not substantive.  Approved unanimously.  Statement available at [https://docs.google.com/document/d/1yn6ZbZ9uuzezjr2nHqX5ww28Fcjc2E7ljn-QAH2sJQ/edit](https://docs.google.com/document/d/1yn6ZbZ9uuzezjr2nHqX5ww28Fcjc2E7ljn-QAH2sJQ/edit)

The working group will circulate the finished statement to the CASDW executive. The executive is to determine ways to disseminate the statement and encourage members to share with their universities and to post on the CASDW site. Suggestions included notifying the Canadian Writing Centres Association, University Affairs, Deans and VP Academic at each university.

3.0  **Reports**

3.1  **President** – Jo-Anne Andre
Jo-Anne reported on the survey (See attached) that she conducted which had 47 respondents. Some of the suggestions for CASDW activities included promoting networking, opportunities for collaborative research and funding, opportunities for publication, advocacy work, support for online communities of practice and improvements to the website and journal. Jo-Anne said that if someone is willing to serve as a French-speaking member on award committees for the dissertation or article, they should contact Boba Samuels.

Jo-Anne noted that Brock MacDonald was looking into collaborations with other organizations, but the possibility of sharing a second keynote with CSSR and CWCA did not work out. Regarding reaching out to other organizations, Brock noted that CASLL has a limited number of members now.

3.2  **Vice-president & Conference program chair** – Boba Samuels
Boba offered her thanks to Jo-Anne for being both local conference liaison and president this year. Boba noted that there were fewer conference proposals submitted this year. A few more than usual were not accepted. Boba said she has a concern about the appeal process if a proposal is not accepted. The process now is to send proposals out for a review; if it is favorable, then the proposal is accepted. If not favorable (contentious or of questionable quality), then it is sent for a second review. The reviewers are asked to complete a sheet to identify strengths and weaknesses of a paper.

This year, an author appealed a rejection. Boba said she didn’t know what to do so sent the proposal for a third review. Because the third one was quite positive, the paper was accepted. Boba asked if we should make a policy outlining the process.

General discussion indicated that decision on papers and the process should remain at the discretion of the program chair – keep the process as it is now.

Boba noted that costs are in good shape this year, especially since there was no cost associated with our Keynote Speaker. Thank you to Doug Brent for being the Keynote here in Calgary. At Ryerson next year, we might find a spot with licence and finger food to allow more networking in conjunction with the keynote, so we have something more social at the beginning of the conference.

3.3  **Treasurer** – W. Brock MacDonald
More payments have been made than are shown in the report which was as of Thursday morning. The membership total of $2045 should be $400 higher. As of May 26, we have a cash balance of $2299.66.
Brock also noted there was a lower conference surplus this year compared to last year as there were many late conference dinner payments.

Last year’s keynote speaker cost $2375. Our cost is much lower this year which will mean more money for student reimbursement and for the journal.

The cash balance is low because of the cost of conferences over the last few years but can be built up in future, he said.

3.4 Communications Officer – Sibo Chen and Rachel Cayley

Sibo reported that upgrades to the website will be completed in one month.

3.5 Editor, CASDW Journal (Publications Editor)

The Canadian Journal for Studies in Discourse and Writing/Rédactologie is in transition. Jacklyn Rea and Katja Thieme felt they did not have sufficient time to devote to journal because of their jobs so Doug Brent, as chair of the nomination committee, sent out a call for interest in the journal. (See Item 4)

3.6 Federation Report – Barbara Schneider attended in place of Doreen Starke-Meyerring

Barbara reported that the Congress President noted that it was the largest increase in federal funding for SSHRC in last 10 years. Extra funding is being funneled to aboriginal research and research on immigration; SSHRC wants to present itself as a transformational partner with scholars, and is making more effort to contact media, and is trying to promote inter-disciplinarity.

3.7 SSHRC Data Management Policy Meeting – Roger Graves

Roger noted that if any scholar is eligible to apply for a SSHRC grant, then they should be interested in the Data Management issue. SSHRC wants scholars, as a group, to create data management standards so that when a researcher creates data, it can be available to others to use, depending on conditions. SSHRC wants CASDW to have an expectation or standard that any of our researchers who create data can adhere to. The data can be made available to others to confirm findings or to use in other research, he said.

When a researcher applies for a grant, SSHRC will ask what the data management plan is. Although SSHRC wants a data management plan, it is probably one or two years away, Roger said.

3.8 Motions arising out of reports - Moved: Brock MacDonald; Seconded: Heather Graves.

Motion that CASDW raise annual membership fees in both categories: The regular membership would go from $40 to $50; Student memberships from $25 to $35 with an implementation in January 2017. Brock noted that this will give the group a little more financial cushion to be able to support the journal.

Approved unanimously.

Motion by Heather Graves to thank Boba and Jo-Anne for putting on a great conference this year and to express the appreciation of the members.

4.0 Proposal re the CJSDW Journal. Moved: Doug Brent; Seconded: Amanda Goldrick-Jones.

(Proposal attached)

Motion:

• That the Association elect Sibo Chen and Joel Heng Hartse to the co-editorship of the CJSDW for a term of two years, renewable
• That the Association commit to $700 for PKP editorship training, plus up to $1500 per year to cover any grant shortfall that the Journal may encounter,
• That the Association endorse the following elements of the co-editors’ proposal:
  • Move to article-at-a-time publication
  • Fully digitize and index all previous issues, and
  • Explore possibilities for new production and publishing arrangements, to be approved by the executive before being implemented

Approved unanimously.

Congratulations to the group and thanks for the work they have done on the proposal.
4.0 Executive Updates and Elections

4.1 Update on executive positions – Jo-Anne Andre
As of today, Jo-Anne becomes past president; Boba becomes President; Sheila remains as secretary to 2018; the two new journal editors remain until 2018.
Rachel Cayley is willing to continue as Communications Officer.

Moved: Geoff Cragg; Seconded: Sibo Chen;
Motion that Brock McDonald continue to serve as Treasurer until 2018. Carried.

4.2 Election of Vice-President & Conference Program Chair
The Vice-President/Conference Chair holds that position for two years, then serves as president for two years, and then transitions to Past President for two years. The nominating committee has recommended Andrea Williams from University of Toronto and she has agreed to stand. Since there were no nominations from the floor; Andrea becomes the new Vice-President.

4.3 Election of Publications Editor(s) (See above)

4.4 Nominating committee
(The nominating is comprised of the past president and two persons elected from the membership). Heather Graves and Shurli Makmillen offered to serve with Jo-Anne.

4.5 Committee to select the winner of the best article / chapter award -
Graham Smart, Margie Clow Bohan, Natasha Artemeva and Stephanie White

4.6 Committee to select the winner of the Joan Pavelich best dissertation award -
Jay Dolmage, Rachael Cayley; Sheila Hannon; Duncan Koerber

5.0 CASDW Awards

5.1 Announcement of best dissertation award & thank you to the awards committee:
Jay Dolmage, Rachael Cayley, Andrea Williams, Sheila Hannon, & Duncan Koerber

5.2 Announcement of the best article or chapter award & thank you to the awards committee:
Graham Smart, Margie Clow Bohan, Natasha Artemeva, and Stephanie White

The awards announcements are on the website.

The 2016 Joan Pavelich award for the best dissertation in the previous year:
Joel Heng Hartse – Simon Fraser University; Dissertation defended July 2015
Acceptability and Authority in Chinese and Non-Chinese English Teachers’ Judgments of Language Use in English Writing by Chinese University students.

The 2016 CASDW Research Award for best journal article or book chapter published in 2015 by a member of CASDW:
Janet Giltrow for her book chapter, “Form alone: The Supreme Court of Canada reading historical treaties,” published in Genre studies around the globe: Beyond the three traditions, edited by Natasha Artemeva and Aviva Freedman (Inkshed Publications).


5.3 Motion to amend the terms of reference for the awards (Proposed Terms Attached)
Moved by the CASDW executive that the terms of reference for the research and dissertation awards be amended as follows (and as indicated in tracked changes attached):
(a) to remove the requirement that the winner of the best dissertation award be a member of CASDW;
(b) to remove the $100 award for the best article or chapter;
(b) to indicate that the awards will be announced and presented at annual banquet;
(c) to indicate that the banquet charges will be paid by CASDW if the winners are in attendance; and
(d) to indicate that the winner of the best dissertation award be invited to present the results of his or her research at the following year’s conference.

Because this was an Executive motion, it did not need a seconder. Carried.

6.0 Graduate Student Travel Funding

6.1 Motion to accept policy (attached)

Policy on graduate student reimbursement for CASDW conference expenses

When funds permit, CASDW will reimburse conference expenses incurred by graduate students attending the CASDW conference, according to the following guidelines:

- Graduate students applying for reimbursement must be CASDW members and should not be employed full-time in a paid position.
- Graduate students applying for reimbursement must have attended the conference but need not have presented a paper at the conference.
- Graduate students requesting reimbursement must submit claims to the treasurer by September 30, and expense claims must be supported by receipts.
- Eligible conference expenses may include conference registration, transportation, accommodation, and meals (including the banquet).
- Expenses will normally be reimbursed to 50% of the claim amount, to a maximum of $500 per student. However, this percentage may be adjusted upwards or downwards depending on the number of claims submitted and on the association’s financial resources, as determined by the executive.
- Expense reimbursements will normally be processed by October 31 each year.

In the call for papers, the VP-Program Chair will make graduate students aware of the possibility of graduate student expense reimbursement. (Perhaps the call for papers could direct students to a link to the expense policy posted on the website.)

In June, after the annual conference, the Treasurer will post a message to the list-serve inviting grad students to submit claims for eligible expenses by September 30 and will arrange for processing of eligible claims by October 31, with reimbursement limits set in consultation with the executive.

Executive motion presented by Jo-Anne. Carried.

6.2 Motion to restrict funding reimbursement to graduate student presenters
The discussion looked at fairness and the need to provide funding to students who want to attend but not present. Brock MacDonald suggested that CASDW might join with other associations to push for reinstating the Congress funding for grad students. Sibo Chen suggested the possibility of a $100 honorarium for grad students who present. The group agreed to table the discussion until next year’s conference.

7.0 New Business
Brock MacDonald noted that there is a building pressure on post-secondary institutions to implement learning outcomes, which could be linked to a standardized test against which we (CASDW) want to take a stand. He suggested that we need to plan for a campaign concerning this issue:
1. Prepare a document similar in form and scale to the one regarding writing centres. Brock said he will start to develop one on Googledocs. If people want to join, they can email Brock or Roger.
2. Organize for a SSHRC grant for Made-in-Canada research on interaction with writing centres and writing studies and our community’s views on best practices for implementing and using this research. Again, interested members should email Roger and Brock.

Motion: Thanks were extended for a job well done to the outgoing Journal editor Jacklyn Rea and others who have worked on the journal. Moved: Doug Brent; Seconded: Jo-Anne Andre.

8.0 Motion to Adjourn. Carried unanimously.